

SECRETWORKING PAPERPROJECT MONITORS' GUIDE

1. A project monitor will generally be a member of the Research and Development Staff responsible to the Chief of TISD, who is the Executive Agent for the Technical Development Board of the National Photographic Interpretation Center. However, whenever a person is named to be a project monitor from outside this staff because of special conditions such as technical competence in a particular field, unique knowledge, or shortage of personnel, these monitors will still report thru the Executive Agent.
2. The Executive Agent will forward these reports to fiscal accounting, NPIC at the designated intervals.
3. Project Monitors are representatives of the CIA and, more particularly, the Director of NPIC when they deal with any group outside the Center and shall so conduct themselves. Project monitors are responsible for the conduct of business which results from the contract of CIA with industry or non-profit organizations in order to procure equipment or techniques and/or studies to implement concepts, systems or improve the state of the photo technical and/or PI competence of the NPIC.
4. The project monitor is expected to be competent and aware of the technical problems he is implementing while discharging his duties. He must also be cognizant of the contract, security and financial aspects thereof, and he must be prepared at any time to render account of these details. The project monitor will at no time disclose to a contractor the amount of funds the Center is budgeting or in any other manner influence a contractor's bid which might reflect upon himself or the Center. The project monitor is expected within the limits of his legal right to advise all contractors on the state of the art and theory if he deems it necessary and this doesn't conflict with existing security.
5. All project monitors shall immediately, upon being so named, make themselves familiar with:
 - a. Contract security regulations
 - b. Contract boiler plate
 - c. Contracting procedures
 - d. Review of contracts by NPIC
 - e. Interview with the following NPIC officers:
 1. Contracts and budget officers
 2. Chief, Administrative Staff
 3. Special Assistant for Planning and Development
 4. Executive Agent/TDB (C/TISD)

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6. Monitors will be responsible for the technicological phases of contracting only. All legal, and contract negotiating phases are within the perview of the Contracts Branch of the Agency. NPIC contract monitors will follow this basic plan.
7. Soliciting proposals - Proposals will not be solicited without prior approval of the Technical Development Board by contract monitors. A contract monitor can, however, accept an unsolicited proposal from anyone for transmittal to the TDB.
8. Proposal evaluation - This task will be assigned by the TDB to the cognizant area in the Center and one of the members of the R & D Staff will be named to act as liaison and will submit a written report and/or briefing of the TDB on the findings of the evaluating group. The proposal will then be acted on by the Board.
9. The responsibilities of the contract monitor:
 - a. He will be responsible for the vigorous prosecution of the contract and will make every effort to see that a useful product results from that contract.
 - b. He will be responsible for briefing the contractor at the beginning of the contract and anytime during the prosecution of that contract on the state of the art and concept and method of achieving the desired results.
 - c. He will within security and legal bounds render aid in procurement or technological consultants if he can.
 - d. He will require reports which will aid him in being aware at all times to be aware of the rate of spending, special problems, delays in time, overruns, and of technical progress.
 - e. He will with the approval of the TDB take such action as appropriate to review, audit, terminate, change in scope, etc. any contract of which he is the technical monitor.
 - f. He will at all times protect the rights of the government in proprietary matters and will be especially sensitive to the proprietary disclosures of individual companies made to him in confidence during his work.

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g. It is imperative to ascertain at the very earliest moment a change in scope or an overrun. This is especially true in contracts wherein joint Agency monies are committed. This can only be done if the project monitor exercises high preceptivity in his inspections and is thorough in his reporting procedure. (Both those reports submitted to the TDB by the contractor and the project monitor).

h. The project monitor is responsible to always remain fully cognizant of security restrictions especially where there are sub-contractors involved. One must always keep aware of the different classifications, SC-1 and SC-0, when doing work that might involve the two types of contracts. Under this system it is possible to actually be contracting SC-1 when you think it is SC-0 unless you personally investigate the contracting office.

i. The project monitor is responsible for reading the contract and the results of all contract negotiations which are not done at this office but in Contract Division. Liaison is up to the contract monitor.

j. The project monitor should coordinate the follow-through actions before he is through with any contract; these actions such as delivery, inspection, installation and maintenance may be actually accomplished by others, but the monitor is responsible to the TDB that these are carried out.

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